

DEPARTMENT OF HUMAN RESOURCES
CHILD CARE ADMINISTRATION
 311 W. Saratoga Street • Baltimore, Maryland 21201
MARYLAND CHILD CARE CREDENTIAL
APPLICATION

Check application type below:
☐ First Application to Participate at Level ____
☐ Renewal – Level ____
☐ Application to move from Level ____ to Level ____

INSTRUCTIONS: Complete this application form and mail it with all documentation to the Child Care Administration (CCA) at the above address. Answer all questions completely in the space provided. Incomplete applications will be returned.

Applicant's Name: _____
 (Please print or type) Last First Middle Maiden

Social Security Number: _____

Mailing Address: _____
 Street Apt. # (if applicable) City State Zip Code

Daytime Phone # (____) _____ Evening Phone # (____) _____

E-mail: _____

I am a: (Check the appropriate box.)
☐ Family Child Care Provider, registration # _____
☐ Child Care Center Employee: (check position) ☐ Director ☐ Senior Staff ☐ Group Leader
☐ Assistant Group Leader ☐ Aide ☐ Other _____

Center Name: _____ License #: _____
 Center Address: _____

REQUIREMENTS for First Time Application and to Move to Next Level: Attach all documentation as indicated. Incomplete applications will be returned.

Level	Training Required	Documentation	Professional Activity Skills	Documentation	Experience	Documentation
1	CCA requirements for licensing and registration Completion of 45 clock hours of core of knowledge training		NA	NA	NA	NA
2	Completion of 90 clock hours of core of knowledge training	Copies of • CCA Approved Training Certificates • College grade slips or transcripts	2		1 year experience or 1 year of college	
3	Completion of 135 clock hours of core of knowledge training		3	Copies of professional membership card, canceled checks, letters of acknowledgment of participation in professional activities or other documentation, as appropriate.	2 yrs experience working with children in an approved setting.	Family Child Care Director - Copy of current family day care certificate of registration
4	Completion of 135 clock hours of core of knowledge training		4		2 or more years working with children in an approved setting.	Center Staff - letter of endorsement on center letterhead
5 (Associate)	Associates Degree with all least 15 semester hours of early childhood education, elementary education or approved coursework.	Copy of the degree and transcript from an accredited college or university.			3 or more years working with children in an approved setting.	
6 (Professor)	Master's or Doctoral Degree in early childhood education, elementary education or related field.	(Foreign degrees must be translated and evaluated.)	5			

RENEWAL: Attach documentation of completion of continued training and professional activities. ONLY SUBMIT INFORMATION PERTAINING TO THE PREVIOUS 12 MONTH PERIOD!

I affirm that all information on this application and all attached documentation is true and correct. I understand that if I have had a Child Care license or registration suspended or revoked I may not be eligible to participate in the credential program. I further understand that there are penalties for giving false statements. I have attached all required information including, documentation of training, professional activity, and experience. My signature below makes this statement binding.

Signature of Applicant: _____ Date: _____

Keep a copy of the completed application and all documentation for your files.

DIR/CCA 280

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- In 300 to 500 words answer one of the questions below.
- Your answer is to be handwritten and legible.
- Check the box next to the question you are answering.
- Attach additional pages, if necessary.

☐ Why did you become a child care provider?

☐ Why do you want to get the Maryland Child Care Credential?

Answer one of the questions. You must attach additional pages if needed. Responses must be handwritten.

1. Complete form DHR/CCA 280, Maryland Child Care Credential Application, both front and back. Attach copies of professional activity and experience documentation, as required by level. Attach copies of **all** certificates, transcripts and any other documentation of training completed.
2. Make a copy of the completed application, documentation of training, professional activity and experience for your files.
3. Mail the completed original application and all documentation to:

Attach **all** required documentation.

The Child Care Administration
Office of Credentialing
311 W. Saratoga Street
Baltimore, MD 21201

Please be sure to use the appropriate amount of postage and that the original application and copies of **all** documents are enclosed.